



Oklahoma State Association of Health Underwriters (OSAHU)

Policy & Procedure

Policy Title: Corporate Record Book
Classification: Administrative
Policy Number: PP-008
Motion:
Seconded:
Dated Submitted: September 9, 2002
Dated Approved: November 1, 2002
Amended: May 27, 202
Renewed: May 27, 202
Sunset: May 27, 202

PURPOSE: To define the contents of the Corporate Record Book and to assign control and security to a specific position within the OSAHU Board of Directors.

POLICY: The following items will be always maintained accordingly.

PROCEDURE(S): The Corporate Record Book will contain the following documentation:

1. Certificate of Incorporation
2. Articles of Incorporation
3. Board of Directors Listing for the last 7 years.
4. By-Laws
5. Record of Minutes for the current board year.
(/01 through 6/30)
6. Policy & Procedures (accumulating)
7. Directors Errors & Omissions Policy

The Corporate Record Book will be maintained and controlled by the current, acting Secretary of OSAHU. The Corporate Record Book is being moved to an electronic format utilizing DropBox. The acting Secretary of OSAHU is to keep all documents in DropBox and share that folder with the President of OSAHU. All items in the DropBox are to include all items listed above. All items will include items accumulated over the term year and past Records will be kept in annual folders within the DropBox.

Carris Co
President

Kelley Harmon
Secretary